HR
WSD **Personnel**

SAP Business Intelligence Reporting

Introduction

Washington State HRMS Business Intelligence (BI)
BI Power User Workshop Materials

General Topics – BI Power Users

Welcome to the BI Power User Workshop

Introductions:

➢ **Instructor: DOP Staff**

➢ Participants

Prerequisites:

➢ BI Non-Financial Power Users have reviewed
Sections 1 through 12 of the BI Self-Paced Learning
Materials.
http://www.dop.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx

➢ BI Financial Power Users have reviewed
Sections 1 through 13 of the BI Self-Paced
Learning Materials.
http://www.dop.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx

	Section Name	Last Revised
1	Introduction	Nov 21, 2008
2	BI Concepts and Security	Nov 21, 2008
3	BI Architecture	Nov 21, 2008
4	BI Custom Reports	Nov 21, 2008
5	Logging on to HRMS Portal	Nov 21, 2008
6	Running BI Reports from HRMS Portal	Nov 21, 2008
7	Elements of a BI Report	Nov 21, 2008
8	BI Report Context Menu	Nov 21, 2008
9	Printing Report Results	Nov 21, 2008
10	Exporting Report Results	Nov 21, 2008
11	Glossary of Terms	Nov 21, 2008
12	Additional Information/Getting Help	Nov 21, 2008
13	BI Financial InfoCube	Nov 21, 2008
14	BI Grievance InfoCube	Nov 21, 2008
15	BI E-Recruiting InfoCube	Nov 21, 2008

The Objectives of the BI Power User Workshop are:

- ➢ Provide an overview of BI

- ➢ Provide an overview for creating ad hoc queries using the BEx Query Designer

- ➢ Provide an opportunity for BI Power Users to develop ad hoc queries in BI with the assistance of BI report developers

The BI Power User Workshop is intended to provide BI Power Users with basic steps for creating ad hoc queries using BEx Query Designer.
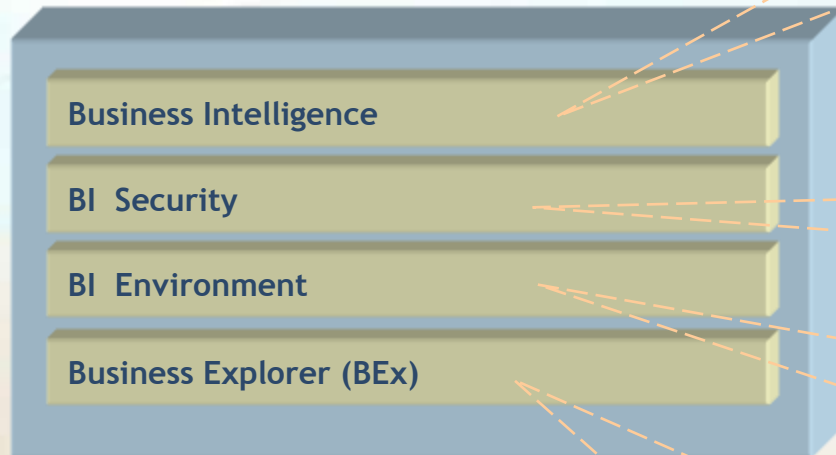
> ℹ The BI Power User Workshop does not include intermediate or advanced ad hoc query topics.
>
> Intermediate or advanced topics may be posted as a supplemental to the Business Intelligence Workshop materials as they become available on the Business Intelligence website:
>
> http://www.dop.wa.gov/payroll/HRMS/Training/Pages/BusinessIntelligenceTraining.aspx

Continued…

Introduction, Cont...

Topics covered in the BI Power User Workshop include:

Business Intelligence

BI Security

BI Environment

Business Explorer (BEx)

BI Overview

BI – What it is / is not

BI End User vs BI Power User

HRMS Portal vs SAP GUI

BI Security Overview

Structural Authorizations

Security Variables

BI Environment Overview

Ad Hoc Query Considerations

Is BI the Best Source for my Ad Hoc Query?

Which InfoProvider Should I Use?

How Often is Data Updated in BI?

BI BEx Tools Overview

What is BEx?

BEx Query Designer Overview

BEx Query Analyzer Overview

Accessing BEx Tools via SAP GUI

Change BI Password via SAP GUI